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COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

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IN REPLY PLEASE
REFER TO FILE: **PJ-1**

February 27, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**COLONEL LEON H. WASHINGTON PARK
NEW GYMNASIUM AND GENERAL PARK IMPROVEMENT PROJECT
APPROVE TOTAL PROJECT BUDGET
AWARD AGREEMENT
SPECS. 6518; C.P. 77097
SUPERVISORIAL DISTRICT 2
3 VOTES**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER AND
THE DIRECTOR OF PARKS AND RECREATION THAT YOUR BOARD:**

1. Approve the total project budget of \$4,200,000 for the Colonel Leon H. Washington Park New Gymnasium and General Park Improvement Project detailed in Enclosure A.
2. Award and authorize the Director of Public Works to execute an agreement with Carde Ten Architects to provide design and consultant services for the Colonel Leon H. Washington Park New Gymnasium and General Park Improvement Project for a not to exceed fee of \$244,200 funded by net County cost and establish the effective contract date following receipt of insurance certificates filed by the consultant.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow Public Works to award the design services agreement to build a new gymnasium and renovate the park facilities at Colonel Leon H. Washington Park.

The 13-acre park, originally developed in 1974, is located in the unincorporated Florence area and lacks facilities for organized, year-round sports and related recreational opportunities to serve the community. The project provides enhanced year-round recreation by constructing a 9,500-square-foot gymnasium building with fixed seating; lobby area; restrooms with lockers and showers; and storage, custodial, and utility rooms. In addition, the project includes renovating the existing community building and restrooms to provide accessibility improvements, as well as constructing a 2,500-square-foot assembly room addition, expanding the parking area, and constructing a group picnic shelter.

Implementation of Strategic Plan Goals

These actions are consistent with the County's Strategic Plan Goals of Fiscal Responsibility and Children and Families Well-Being as it is an investment in public infrastructure and will provide enhanced recreational opportunities to assure good health and social well-being for children and families.

FISCAL IMPACT/FINANCING

The recommended agreement with Carde Ten Architects is for a total not to exceed fee of \$244,200. The total project cost, including plans and specifications, plan check, construction, equipment, consultant services, miscellaneous expenditures, and County services, is currently estimated at \$4,200,000. The Project Schedule and Budget Summary are included in Enclosure A.

Sufficient appropriation is available in the Fiscal Year 2002-03 Capital Projects Budget (C.P. 77097) to award this agreement.

The project is being funded from Second District Capital Project Net County Cost Funds (\$2,000,000) and the Safe Neighborhood Parks, Clean Water/Clean Air, Coastal Protection Bond Act of 2000 (State Proposition 12 Per Capita Grant funds) (\$2,200,000), which is contingent upon execution of a grant agreement with the State.

The Chief Administrative Office and Parks and Recreation will return to your Board with a budget adjustment to incorporate the \$2,200,000 in State Bond Proposition 12 funds that are required to fully fund this project, following execution of the grant agreement.

Operating Budget Impact

Upon completion of the project, Parks and Recreation anticipates a one-time startup cost of approximately \$32,098 for recreation supplies, furnishings, and equipment. Parks and Recreation has requested an additional \$158,895 in estimated ongoing operational and maintenance funding. Estimated ongoing requirements include \$95,395 for salaries and employee benefits for two custodians and two recreation services staff and \$63,500 for utilities and miscellaneous supplies.

The Chief Administrative Office is currently reviewing the operating cost estimates and will work with Parks and Recreation to determine appropriate operating requirements and available funding and will return to your Board with its recommendation at the construction contract award scheduled for April 2004.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard agreement, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for contract award, Carde Ten is willing to consider Greater Avenues for Independence Program/General Relief Opportunity for Work participants for future employment.

Carde Ten is in full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Services Program).

ENVIRONMENTAL DOCUMENTATION

Awarding this agreement will have no environmental impact. The appropriate environmental documentation will be completed prior to returning to your Board to advertise for construction bids.

CONTRACTING PROCESS

On January 23, 2001, the Architectural Evaluation Board recommended five firms to provide architectural/engineering design and consultant services for the project. On March 14, 2001, Public Works issued a Request for Proposals to these five firms. Of the five firms, three submitted proposals for consideration. The proposals were evaluated by a panel from Parks and Recreation and Public Works based on technical expertise, proposed work plan, experience, personnel qualifications, and understanding of the work requirements. The evaluation was done without regard to race, creed, color, or gender. On April 26, 2001, the evaluation committee selected Carde Ten as the best-qualified firm for this project. In May 2001, the project was placed on hold until additional funding could be identified to fully fund the improvements.

On February 3, 1998, your Board requested that contract opportunities be listed on the "Doing Business with the County" website. However, this contract opportunity was not listed on the website because the AEB evaluation process was used. The AEB evaluation process was established by your Board to ensure firms are selected on an equitable and impartial basis to provide the recommended design and consultant services. Public Works uses the "Doing Business with the County" website to offer general consultant opportunities, and the AEB supplements its business listing of architectural firms from website information.

Carde Ten has agreed to provide the recommended services for a not to exceed fee of \$244,200. This fee includes architectural/engineering design, construction administration, consultant, and additional and reimbursable services. Consultant services will include geotechnical and topographic survey services and scaled modeling services. The construction administration portion of the fee proposed by Carde Ten is applicable to services during construction and will be billed only during construction. The fee for additional and reimbursable services will only be used if additional work is requested and approved by Public Works.

Carde Ten designed the gymnasium project for Pamela County Park, which was built in 2001. The negotiated fee is based on site adapting the Pamela gymnasium design with modifications to accommodate the needs and field conditions at Washington County Park. The reuse of the previous gymnasium design reduces both the duration and the cost of the project.

The negotiated fee is based on the County's architectural/engineering fee schedule approved by your Board on August 21, 1990. The negotiated fee has been reviewed by Public Works and is considered reasonable for the scope of work.

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Carde Ten's fee schedule, Community Business Enterprise participation data, and three-year contracting history are on file with Public Works.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommended actions will have no impact on current County services or projects.

The community building is used for year round programs, such as Burke's Club After School Program and Youth Employment Program. Temporary facilities will be provided for these programs while the community building is closed for renovation.

CONCLUSION

Please return one adopted copy of this letter to the Chief Administrative Office (Capital Projects), Parks and Recreation, and Public Works.

Respectfully submitted,

JAMES A. NOYES
Director of Public Works

DAVID E. JANSSEN
Chief Administrative Officer

TIM GALLAGHER
Director of Parks and Recreation

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Enc.

cc: County Counsel
Department of Public Social Services (GAIN/GROW Program)

February 27, 2003

ENCLOSURE A

**COLONEL LEON H. WASHINGTON PARK
NEW GYMNASIUM AND GENERAL PARK IMPROVEMENT PROJECT
APPROVE TOTAL PROJECT BUDGET
AWARD AGREEMENT
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I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Award Design Contract	03/11/03
Execute Design Contract	04/01/03
Schematic Design	05/13/03
Design Development	07/16/03
Construction Documents	11/03/03
Jurisdictional Approvals	01/15/04
Construction Award	04/06/04
Construction Start	04/28/04
Substantial Completion	05/04/05
Final Acceptance	08/01/05

II. PROJECT BUDGET SUMMARY

Budget Category	Proposed Project Budget
Plans and Specifications	
Basic Design Services	\$ 150,380
Construction Administration	\$ 55,620
Additional Consultant Services	\$ 18,200
A/E Additional/Reimbursable Services	\$ 20,000
Total A/E Contract	\$ 244,200
Plan Check and Jurisdictional Reviews	\$ 31,000
Construction	
Construction Contract	\$ 3,089,295
Change Order Contingency (10 Percent)	\$ 308,930
Total Construction	\$ 3,398,225
Equipment/Utility Connection Fees	\$ 20,000
Other Consultant Services	\$ 78,000
Miscellaneous Expenditures	\$ 11,000
County Services	\$ 417,575
TOTAL	\$ 4,200,000